

C O N F I D E N T I A L

RID-62/54

25 April 1962

MEMORANDUM FOR: DDP Staff and Division Chiefs

SUBJECT: Addressing of Mail

1. The move to the new building has caused certain problems with respect to the delivery of mail between the various offices of the DDP. Attention to the following suggestions should reduce these problems and result in more efficient service:

a. Use the correct and complete office symbol and room number when addressing correspondence. If in doubt, refer to [] for correct CS symbols. For DDS and DDI offices, consult the Agency telephone directory.

b. Use the room number of the mail point in the return address. If the originator's room number differs from that of the mail room the latter address should be used.

c. Include the office symbol and telephone extension in the return address. Should difficulty occur in delivering correspondence, a telephone call rather than a return of the correspondence should speed delivery.

d. Secure with staples the routing slips and attachments to basic documents. Avoid the use of paper clips.

e. Include the room number when addressing mail to a "central file room." For your information, numerous locations are referred to as "central file" rooms.

f. Place personnel folders and applicant files in envelopes.

g. Use the office symbol when addressing intra-office correspondence, also.

h. Notify correspondents immediately of a change in address.

2. It will be appreciated if the above suggestions are brought to the attention of your personnel as soon as possible.

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Chief, RID